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# Example of Production Control Specialist Job Description

Our company is looking to fill the role of production control specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for production control specialist

* Performs office support activities
* Extensive software skills are required, Internet research abilities and strong communication skills
* Provides effective and timely tracking, processing, coordination and clearance of inbound and outbound shipments, including all documentation
* Completes and logs NAFTA, CAFTA, CAFÉ, AALA, FDA & FCC filings
* Responsible for oversight and maintenance of domestic milk-run system including updating of current shipping information
* Assists with Corporate Customs Compliance
* Daily activity requires excellent analytic skills, in order to analyze all planning functions, load to MRP appropriately, identify improvement opportunities, and lead a continuous improvement project
* A strong understanding of the end to end supply chain in support of meeting customer needs
* Verify inventories
* Be autonomous and support (you) to drive initiatives

## Qualifications for production control specialist

* Must be able to work weekends and after hours for projects
* An understanding of the application and concepts of Production and Planning Control fundamentals including MRP
* Bachelor’s degree in a major related to the various required and desired skills and general job responsibilities or equivalent education and experience
* Ability to sit or stand for prolonged periods of time in order to perform routine tasks
* Ability to lift and walk with 10 or more lbs
* Ability to retrieve documentation from shop floor